

Zoning Request Check List

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.

- ☐ Legal description (metes and bounds) of the area within the zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The applicant will submit a hard copy (8 ½ x 11) of the legal description, titled as "Exhibit A: for Z#_____", sealed by a surveyor and a computer disk containing the legal description formatted for Microsoft Word
- ☐ The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on peel-off labels along with the postage calculation worksheet
- ☐ Traffic Impact Analysis may be required (see TIA criteria in Zoning Ordinance)

Exhibit A

- ☐ Title block located in lower right corner (titled as "Exhibit A: for Z#_____) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, and location/vicinity map
- ☐ Legend, if abbreviations or symbols are used
- ☐ Property boundary and dimensions
- ☐ Adjacent Property within 200 feet - subdivision name, owner's name and recording information, land use, and zoning
- ☐ Existing and requested zoning boundary lines
- ☐ Total gross and net acreage of existing and requested zoning
- ☐ Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
- ☐ Location of existing rights-of-way and easements with filing information (utility, drainage, visibility and maintenance, etc...)
- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property

- ☐ If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- ☐ Distances to nearest cross streets
- ☐ Topography at five (5) foot contours or less
- ☐ Existing and proposed FEMA-100 year floodplain areas, or a note that no floodplain exists on the property

Preparer's Signature _____

